

The Nebraska Arts Council awards grants to Nebraska nonprofit organizations, schools, religious organizations and divisions of government. This document includes summary information about each NAC grant category, listed alphabetically. Also provided is basic information about eligibility & funding priorities, and a glossary of terms. This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application.

- [Eligibility & Funding Policies](#)
- [Glossary](#)

Click on the grant category below to view guidelines including program description, deadlines, review criteria as well as summary information about the specific narrative questions, budget requirements and required materials for each grant category.

Grant applications for the following categories may only be submitted via the [NAC's eGrant system](#).

- ANNUAL SERIES & EVENTS GRANTS (ASE)
- ARTISTS IN SCHOOLS/COMMUNITIES RESIDENCY GRANTS (AISC)
- ARTS LEARNING PROJECT GRANTS (ALG)
- ARTS PROJECT GRANTS (APG)
- BASIC SUPPORT GRANTS (BSG)
- MINI GRANTS
- NEBRASKA TOURING PROGRAM SPONSOR GRANTS (NTP)
- STATEWIDE ARTS EDUCATION INITIATIVES (S[†] ° EI)

Applications for the following special grant categories are not completed via the NAC's eGrant system. For info about how to apply in these grant categories, please follow the links below to the NAC website or contact the NAC grants office at nac.grants@nebraska.gov.

- INDIVIDUAL ARTIST FELLOWSHIP AWARDS (IAF)
- SCHOOL BUS ARTS GRANTS (SBA)
- SIGNERS FOR THE ARTS (SFA)



Eligibility & Funding Priorities

ELIGIBILITY

Nebraska organizations may apply for NAC funding if they:

- are incorporated as a nonprofit organization, and are physically located in the State of Nebraska, with articles of incorporation on file and current in the Nebraska [Secretary of State's office](#); OR they are a subdivision of government, school, or religious organization with appropriate legal status
- have a [Federal Employer Identification Number \(FEIN\)](#)
- have received federal tax-exempt status. Organizations must provide proof of this status, most commonly a copy of the [501\(c\)\(3\) status letter from the IRS](#). Religious organizations, schools, and divisions of government must submit a copy of the sales tax exemption certificate from the State Department of Revenue in addition to a copy of the letter assigning a FEIN.

Unsure about the nonprofit status of your organization?

The [Guidestar website](#) provides a listing of nonprofit organizations that file Form 990s with the IRS. If your nonprofit organization does not have a budget larger than \$25,000, and you have not filed a Form 990, then your organization will not be listed on Guidestar. For confirmation that your nonprofit organization is incorporated in the State of Nebraska, visit the [Secretary of State's website](#).

For more information on eligibility requirements, contact our Grants office at nac.grants@nebraska.gov.

NAC FUNDING PRIORITIES

NAC funding priorities are listed here in no particular order. Each grant category has additional criteria for funding.

- Arts projects or programs of the highest artistic excellence and artistic merit.
- Arts projects or programs which reflect creativity and innovation.
- Arts projects or programs that provide opportunities for artists and arts organizations.
- Arts projects or programs which show cultural and generational diversity in programming.
- Arts projects or programs which foster access to the arts for underserved communities.
- Arts projects or programs which promote the arts through partnerships, collaborations, and/or cooperative ventures.
- New work of the highest quality.
- Costs of program accommodations for persons with disabilities.
- Fairs and festivals using the arts and cultural activities.
- Professional development and strategic planning for board and staff members of arts organizations.

What the NAC Does Not Fund

NAC grant recipients may not use NAC funds to pay for:

- Artistic fees paid to students, student performers or instructors.
- Arts projects that exclude the public.
- Capital improvements, new construction, or restoration.
- College or university-sponsored projects that exclude non-students.
- Events or projects that already have taken place.
- Food, beverages, and mileage not related to out-of-town travel.
- General operating expenses for non-arts organizations.
- Permanent supplies and equipment.
- Political activities.
- Prizes, awards, or scholarships.
- Projects already receiving NAC funding.
- Projects which are suitable for local support, such as mascots or memorials to a local individual or school productions.
- Projects which offer only academic credit for students.
- Reduction of existing deficits.

**Policy on NAC funding for projects taking place outside Nebraska**

All NAC funds are allocated to benefit the citizens of Nebraska. If an applicant organization wishes to use NAC funds for projects or to attend events that take place outside of the geographical boundaries of the state, the following must be in evidence:

- An explanation why the project, performance or exhibition is not using a venue located in Nebraska.
- Evidence that the majority or significant number of targeted participants and audience members are Nebraskans.
- A clear description as to how Nebraskans will access the event, such as transportation, marketing efforts and other forms of outreach.
- Clear evidence of impact on Nebraskans as a result of participation in the event or project.

Policy on funding for humanities-based programming

This section is an attempt to clarify distinctions as well as commonalities between arts and humanities projects. [Humanities Nebraska](#) is a separate nonprofit organization, and often the question arises as to which agency should provide support. On occasion, the Nebraska Arts Council (NAC) receives grant applications for projects that include presentation of humanities-related content; however organizations may receive funding for projects from both agencies.

Based on published funding criteria, the NAC does not fund humanities projects unless they include distinct arts activities. The NAC defines arts projects as activities that include but are not limited to architecture, dance, media arts, music, theatre, and visual arts. NAC funded projects involve education, participation and presentation of the art form as opposed to solely academic or scholarly pursuit of artistic subject matter. The humanities are academic disciplines that study the human condition, using methods that are primarily analytical, critical, or speculative. The humanities include literature, history, philosophy, religion, and visual and performing arts. Humanities also include social sciences, anthropology, law, and linguistics.

Clearly, there is overlap between arts and humanities. Sometimes a single project will qualify for both arts and humanities funding. For example, in the literary arts the NAC often funds projects that include creative writing activities (in either fiction or non-fiction) and presentations by living writers. Symposiums and publications on historical authors that are scholarly in nature are generally more suitable for humanities funding.

Many times, a single project, such as a literary festival, will include multiple components including both living writers and the study of the works by historical authors. In this instance, the portions that focus on living writers or on the creative writing process are eligible for NAC support.

Similarly, projects involving art history can be considered both an arts and a humanities project. Most successful applications to the NAC that include art history and criticism also include opportunities for participants to view original works of art presented in a museum or art gallery, which is an active and interpretive experience. Projects that primarily consist of lectures, publications, academic study and preservation of art are more traditionally considered to be humanities.

In many instances, arts projects are based on re-interpretation of historical events and characters, such as films, plays, videos or online media. In this situation, the creative aspects of the project are considered artistic, while research into the historical content and background of the work are considered to be in the realm of the humanities.

In short, projects that involve the creation and presentation of art, regardless of arts discipline, are considered to be arts projects, while those that involve the study, research or academic pursuit of art are more typically considered to be based in the humanities.

**Arts organization**

An organization (local arts agency, art museum, orchestra or other music group, dance or theater company, film or literary society, arts center, etc.) which dedicates 51 percent or more of its budget to producing or sponsoring arts events or to providing arts services.

Authorizing Official

A person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, Superintendent or similar official.

Balanced budget

Applications for NAC funds must project a balanced budget, indicating no deficits or profits. Final report budgets must be balanced or may reflect a modest profit.

Block booking

For NAC purposes, three consecutive performances or exhibits by the same artist booked within a short period of time, and usually within a limited geographic area. Block-booked events usually have a lower fee due to lower travel costs for artists. Sponsors can work cooperatively to block-book.

Collaborating organizations

Organizations which contribute to planning and/or implementing a project. Does not include groups invited to attend or participate.

Community arts councils

Organizations that provide a variety of arts programs and services to their community.

Contact person

The project director or another person whom NAC staff can call with any questions or concerns about a grant application.

Discipline-based organizations

Organizations with a primary mission to produce or present performances in a specific discipline; or art museums or galleries which either house permanent exhibitions or present traveling exhibitions.

Employee

For NAC purposes, someone hired by an organization on an ongoing basis and paid regularly. This also includes volunteer board members, committee members, and advisory groups who donate necessary administrative or technical services for the project.

- Independent contractors are not employees and should not be included in the Employee section of budgets.
- Administrative employees: Those who will administer the grant such as the project director, secretarial personnel, etc.
- Artistic/curatorial employees: Performers, designers, art/music directors, composers, conductors, dancers, curators, etc. associated with the project.
- Technical/production employees: Onstage, facility, and box office personnel associated with the project.

Independent contractors

Individuals or organizations hired on a project-by-project basis and responsible for filing their own quarterly taxes. Organizations must complete an IRS Form 1099 to report payments to independent contractors.

Local arts agency

A community organization or an agency of local government with a primary purpose to provide financial support, programs, or services for a variety of arts organizations and/or individual artists and the community as a whole.

Matching requirements

Applicants in the Basic Support Grant, Mini Grant, or Project categories can request a grant to cover up to 50 percent of the total project expenses; maximum requests vary according to category. An organization must have enough cash to match all of the dollars requested from the NAC.

- Not eligible for match: Funds from one NAC grant (such as NAC Basic Support Grant funds) or from Mid-America Arts Alliance (M-AAA) grants may not be used to match other NAC grants.
- Organizations that receive M-AAA funds for a project may also apply to the NAC for support. However, M-AAA funds cannot be included as part of the cash match for the NAC grant award.

Nebraska residency

All Artist Fellowship applicants must have at least 2 years of established Nebraska residency, and have an affidavit of residency on file at the NAC. Individual artists applying to the Nebraska Touring and Exhibits Program must reside in Nebraska. Ensembles must maintain administrative offices in Nebraska.

Non-arts organization

Organizations (schools, service clubs, chambers of commerce, fair boards, colleges and universities, etc.) with a primary purpose other than the production or sponsorship of arts events. Non-arts organizations are eligible to apply in all grants categories, except BSG.

Presenting organization

An organization that contracts, markets, and accepts the financial risks for an arts presentation that is not self-produced.

Producing organization

An organization that initiates, designs, develops, and accepts the financial risks for producing an arts presentation.

Underserved community

The National Endowment for the Arts defines an underserved community as one whose residents often lack access to arts programs due to geographic isolation and/or have limited access to arts resources and programs due to economics, ethnic background, disability, or age.

ANNUAL SERIES & EVENT GRANTS (ASE)

NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

IMPORTANT: This category requires pre-approval to apply. For more information, contact the NAC staff.

Program Description

The Annual Series & Event Grant (ASE) program provides annual program support to organizations that produce and/or present the same event or series of arts events on a recurring basis. Organizations in this category must demonstrate consistent excellent artistic, educational and cultural value; responsiveness to their community; credible planning and evaluation strategies; and a high level of financial and managerial accountability, including a history of successful NAC grantsmanship.

ASE Grants support single arts events or a series of arts events that are open to the general public in the state of Nebraska. A series may have multiple components, disciplines and/or performances. Examples include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

Eligibility

To be pre-approved to apply in the ASE category, organizations must first meet, and continue to meet, the following criteria. The organization must:

- be incorporated in Nebraska for a minimum of three years prior to application.
- have Federal tax-exempt status
- produce and/or present the same event or series of events on a recurring basis.
- demonstrate a successful history of grant writing and grant management in the Project Grant category for three consecutive years.

Important: *All projects primarily targeting youth must apply in the Arts Learning Project or Artists in Schools/Communities grant categories.*

Process

Organizations interested in this category must contact the NAC staff no later than two months prior to the grant period deadline.

Deadlines

Spring deadline: March 1 (for projects taking place July 1-June 30)

Fall deadline: October 1 (for projects taking place January 1-June 30—summer series/events)

Note: *Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.*

Grant Amounts

- Determined on a year-to-year basis and based upon a fixed percentage of the series/event budget, available funding, and Arts Council approval.
- The maximum grant award in the ASE category is \$7,500.

Benefits of the Category:

- Simplified application and panel review process
- Set grant award (applicant organizations will know that they are funded and how much)

Restrictions of the Category:

- ASE organizations may also apply for a one Project Grants during the fiscal year, but may not during the same grant period as the ASE application.
- ASE organizations may seek Mini Grants, NTP Grants and AiS/C Grants.

ANNUAL SERIES & EVENT GRANTS (ASE)

Review Criteria

NAC Staff and panelists review Annual Series & Event Grants based on the following criteria.

Artistic Excellence

Organizational Capacity

Community Outreach & Impact

For the downloadable review criteria: nebraskaartscouncil.org → GRANTS → Grant Information → [Review Criteria](#)

Narrative Questions

Artistic Excellence

- Provide an overview of your series/event. Discuss your goals and how the selection of programming and artists relate to them. Include any special themes or activities you are planning this year.
- Since last year, describe any major changes to this series/event including a change in artistic or administrative leadership, changes in the size or scope of the project and budget increases or decreases of more than 20%.

Organizational Capacity

- Describe your marketing, development and fundraising strategies as they pertain to this project.
- Explain how you are evaluating your program. What are you measuring and how will you use the information to improve your program for the future?

Community Outreach & Impact

- Identify community collaborators and explain how you work with them to plan and/or implement cooperative projects.
- Explain methods you are using to attract and engage new and underserved audiences, such as people with disabilities, people of diverse cultures, the geographically isolated, and the elderly.

Budget

- The budget should include only those expenses directly relating to the series/event.
- Arts organizations may use up to 25 percent of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget. For non-arts organizations, the rate is 10 percent. See [NAC Grant Program Guidelines](#) for definition of arts vs. non-arts organizations.
- Round all amounts to the nearest dollar.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative* (up to 25% of total)	\$
Total Expenses	\$

*Arts organizations only.

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request (provided by NAC staff. See below for formula)	\$ -----
Total Income (should equal Total Expenses)	\$

Final Report

Total Expenses

<\$20,000
\$20 - \$30,000
\$30 - \$40,000
\$40 - \$50,000
\$50 - \$100,000
\$100,000 - \$150,000
\$150,000+

NAC Request

25%
20%
15%
10%
7%
5%
3%

ANNUAL SERIES & EVENT GRANTS (ASE)

Required Materials

These materials will be uploaded in the eGrant system.

- Programming:** List the schedule of programs and services included in this application.
- Artist bios** Biographical information/company description for principle artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Admin bios** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Letters of Support:** Current letters from partners or collaborators that demonstrate the partnerships discussed in the narrative regarding outreach to underserved communities, educational programs and service to the community.
- Work Samples:** Include representative materials that illustrate, provide context for and lend affirmation to the artistry of the series/event, efforts to promote it and its impact on the community. Examples include brochures, programs or exhibition catalogues, outreach materials, newsletters, newspaper reviews or articles, or photos.

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**Artist Residency Grants**

NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

NEW – Revised AiS/C Guidelines as of July 1, 2012**Program Description**

The Artists in Schools/Communities (AiS/C) residency program supports artist residencies for *a minimum of twenty hours* of activities with the artist. For example, a twenty-hour residency typically involves an artist leading four hours of activities per day for five or more days, but schedules may be designed to suit individual preferences. Sponsors select artists in a variety of art disciplines from those listed in the NAC Artist Directory. These artists have undergone a review and selection process, demonstrating expertise in their artistic field, professionalism and educational work experience. During residencies, artists involve participants in hands-on arts activities, demonstrations and performances. AiS/C residencies have a strong educational component, in which artists may conduct a teacher in-service session, and serve as a resource for enhancing curriculum through the arts.

Residency Requirements

- Sponsors contact artists directly and should involve them in residency planning, including activities, learning objectives, schedule and artist fee (based on number of hours and pre-set fee structure).
NOTE: Refer to the AiS/C Artist Background Check Policy at the end of this summary.
- One or more Core Groups must be established to ensure an in-depth experience for selected participants. A Core Group is a single classroom or small group of students that meets with the artist *for at least three sessions (usually at least 3 hours of the artist's total schedule)* during the course of the residency. This should be reflected in the schedule submitted with the grant. Specific learning outcomes for what the core group is to accomplish by the residency's end must be described in the grant proposal.
- *Residencies must include at least twenty hours of direct contact time with participants. It is recommended that scheduled contact time be limited to four hours per day.*

Eligibility

Any Nebraska public or private school or nonprofit community organization is eligible to apply.

- College and university-based projects may be funded only when significant public participation is planned.

Deadlines

- Floating Deadline: Applications must be submitted at least six weeks prior to the start date of the residency for grant requests up to \$2,500.
- March 1 Deadline: For residencies taking place July 1 – June 30* with grant requests over \$2,500
- Oct. 1 Deadline: For residencies taking place January 1 – June 30* with grant requests over \$2,500

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Review Criteria

Floating deadline grants are reviewed by NAC staff. Set deadline AiS/C grants are reviewed by a panel.

All grants are reviewed based on the following weighted criteria on a 100 point scale.

Arts Learning (up to 40 points)

Planning & Evaluation (up to 30 points)

Outreach & Engagement (up to 30 points)

Note: Colleges and universities must show substantial evidence of impact on and service to the general public beyond the campus.

For the downloadable review criteria: nebraskaartscouncil.org → GRANTS → Grant Information → [Review Criteria](#)

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Artist Residency Grants

Narrative Questions

Excellence in Arts Education

Specific to this residency, describe arts activities, including core group learning objectives and connections to your organization's curriculum or existing programs. Also include plans to extend the residency's impact, such as providing teacher or staff training, follow up activities, etc.

Outreach and Access

Tell us about your organization - describe the student population being served, providing community demographics. Also include any additional community outreach activities associated with this residency. *College and University-based projects must include participation by the general public.*

Planning and Evaluation

Describe the planning for this residency, as well as how it will be evaluated. Include information about the individuals involved in planning as well as core group(s) selection (see "Residency Requirements" on page 1 for definition of 'core group').

Budget

AiS/C eGrant budget proposals apply only to contractual artist fees (including travel per diem, if applicable).

- **NEWLY REVISED!** *The Artist Fee is calculated on a per-hour fee of \$45 and must include at least two hours of pre-planning, twenty or more hours of contact time, as well as travel per diem, if applicable.*
- The travel per diem is \$70 per day (applicable only if the artist lives 30 or more miles from the residency site).
- If overnight lodging is required for the artist, the sponsor organization is responsible for the cost of it.
- Additional expenses for materials, supplies, etc. are the responsibility of the sponsor organization and should not be included in the eGrant budget.
- Most organizations may request 50% of the artist fees and travel per diem in grant applications.
- Schools in which over 50% of the students are eligible for free or reduced price lunches are also eligible for an increased grant match. Contact NAC staff for details.

Required Materials

- If applying for residencies with AiS/C Roster artists, *one item* is required:

Detailed Schedule: Should reflect total artist fee (paid hours) in the budget. List the days, time periods, groups (classrooms) and activities. Core group sessions should be identified and community outreach activities should be included. *Generally, it is recommended that 'contact time' be limited to four hours per day.* Residency may be scheduled on non-consecutive days. Contact the NAC for sample residency schedules.

- If you plan to use an artist who is not on the NAC's current AiS/C Roster the following are also required:

Work Samples: Representative materials showing artistic merit of selected artist.

Artist(s) Bios: For selected residency artists.

Letter of Support: Letter from applicant explaining why particular non-roster artist is chosen.

Audit: If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.

AiS/C Artist Background Check Policy

- Individuals who are approved for the Artist Directory have been vetted regarding their artistic expertise and suitability as teaching artists. **The Nebraska Arts Council does not conduct criminal background checks as part of this process. When contracting with artists, each school or community group should apply its own policy.**
- Prior to being added to the Artist Directory, the NAC conducts an extensive review process for individuals who apply to join the Artist Directory. Applicants are required to submit credentials, references and letters of recommendation for review. In addition, applicants are interviewed by a panel of arts and education professionals who assess the individual's suitability for working with groups, in particular children. The Nebraska Arts Council also monitors Sponsor Evaluations of AiS/C residencies in order to ensure that high standards continue to be met by Directory Artists.



NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

Program Description

Arts Learning Grants support programs with a strong educational emphasis in preK-12 schools or in community settings. Community-based projects must incorporate educational learning outcomes in the arts. School-based projects must incorporate local or national educational learning standards in the arts, and may also be aligned with standards in other disciplines.

Arts educational learning standards resources:

NEW in 2014! Nebraska State Fine Arts Standards: <http://www.education.ne.gov/FineArts/>

Local school district standards vary. Please check directly with school district offices or websites for information about their arts education learning standards.

Highest priority for funding will be given to projects that identify, develop, and support best practices in educational and cultural collaborations that focus on educational learning standards.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies, including PreK-12 accredited schools.

Notes:

- Organizations and college/university departments may apply for either one Arts Project Grant or one Arts Learning Project Grant per deadline, not both.
- Organizations receiving Basic Support Grant funding may apply for an Arts Learning Grant if the project is school-based.

Grant Amounts

\$2,000 - \$15,000. Requests for over \$7,500 must be school based and serve multiple schools.

The applicant must have enough cash to match all of the dollars requested.

Deadline

Spring deadline: March 1 (for projects taking place July 1-June 30)

Fall deadline: October 1 (for projects taking place January 1-June 30)

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Review Criteria

Panelists review Arts Learning Project Grants based on the following weighted criteria on a 100 point scale.

Artistic Quality (up to 40 points)

Planning & Evaluation (up to 30 points)

Outreach & Access (up to 30 points)

For the downloadable review criteria: nebraskaartscouncil.org → GRANTS → Grant Information → [Review Criteria](#)

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Narrative Questions

Artistic Quality

- Describe the project, including arts learning activities, and plans to extend the educational impact (teacher or staff in-service, study guides, follow-up, etc.).
- Provide a summary description of key partners: participating arts organizations and artists as well as the applicant organization (if different). Discuss their qualifications to lead educational programming. Applicants for school-based programs should describe involvement of specific schools and school personnel.

Planning and Evaluation

- Discuss student learning objectives that this project will address. School-based projects must include local, state or national educational standards pertaining to the project.
- Describe the planning the planning & evaluation for this program. Include assessment of student learning as part of the evaluation.

Outreach and Access

- Describe the population being targeted (students, youths, teachers, etc.), including outreach to underserved populations. Discuss local community characteristics, such as specific schools involved and local demographics that will help reviewers understand your community and/or region.

Budget

In the budget, provide a detailed itemization for the following expense and revenue categories.

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. Donated contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request). See exceptions under “Notes” below.
- Round all figures to the nearest dollar.

Notes:

- Funds may be used for a variety of project related expenses such as artistic fees, related travel expenses, production and exhibition costs, marketing expenses, planning and evaluation.
- In addition, teacher release time, workshop fees and other education related expenses are eligible.
- Requests exceeding \$7,500 must be school-based and involve more than one school.
- Arts organizations may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget. For non-arts organizations, rate is 10%.

See [NAC Grant Program Guidelines](#) for definition of arts vs. non-arts organizations.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$15,500 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

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Required Materials

These materials will be uploaded in the eGrant application.

Timeline:	Itemized list of start and end dates, major dates for all project activities, etc.
Artist bios:	Company description for arts organization and bios for key artists involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
Administrator Bios:	Brief biographical information for persons who will administer project finances and provide primary project coordination.
Letters of Support:	Letters or contract from the partner organization(s); i.e., the participating schools, school districts, or arts organization.
Work Samples:	No more than three representative materials to assist the panel in understanding educational and artistic merit of this project. Examples include brochures, curriculum guides, newsletters or articles.
Audit: (if applicable)	If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.



NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

Program Description

Arts Project Grants support arts programming, productions or events open to the general public. Support is limited to an arts project taking place within a defined period of time. The program or event may have multiple components and/or performances. Examples of project types include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

This category may include projects supporting artists and cultural activities that broaden opportunities for underserved communities. An underserved community is defined as one whose residents often lack access to arts programs due to geographic isolation and/or have limited access to arts resources and programs due to economics, ethnic background, disability, or age.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies. PreK-12 accredited schools are required to apply for Arts Learning Project or Artists in Schools/Communities Grants.

Notes:

- Organizations and college/university departments may apply for either one Arts Project Grant or one Arts Learning Project Grant per deadline, not both.
- All projects primarily targeting youth must apply in the Arts Learning Project or Artists in Schools/Communities grant categories.
- Organizations receiving Basic Support Grant funding may not apply for an Arts Project Grant. They may, however, be a collaborating partner in an Arts Project Grant application made by another organization.

Deadline

Spring deadline: March 1 (for projects taking place July 1-June 30)

Fall deadline: October 1 (for projects taking place January 1-June 30)

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Grant Amounts

\$2,000 - \$7,500

Note: The applicant must have enough cash to match all of the dollars requested.

Review Criteria

Panelists review Arts Project Grants based on the following weighted criteria on a 100 point scale.

Artistic Quality (up to 40 points)

Planning & Evaluation (up to 30 points)

Outreach & Engagement (up to 30 points)

For the downloadable review criteria: nebraskaartscouncil.org → GRANTS → Grant Information → [Review Criteria](#)

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**Narrative Questions****Artistic Quality**

- Describe the project: What will happen, who will participate, where will it take place, and when?
- Discuss the goals of the project and how those goals serve the purpose of your organization.
- Discuss the artistic merit of the project, including the principal artists involved. Explain the impact of this project on your community.

Planning and Evaluation

- Discuss the planning process for this project. Identify key people and collaborating organizations and explain the role of each in the planning of the project.
- Explain how will you evaluate the project? What methods will be used? How will the information be used?

Outreach and Engagement

- Describe the target audience, and explain why they are the focus for this project. Provide current demographics of your city and/or region in order that the reviewer might better understand your community.
- Discuss plans for promoting the project. Include any educational and outreach activities related to the project.
- Explain how you plan to engage new and underserved audiences such as people with disabilities, students, the elderly, the geographically isolated, and people from diverse cultures.
- *Colleges and universities only: Describe the extent of involvement by organizations outside of your institution, and how you are marketing this project to the community at large.

Budget

In the budget, you will be required to provide a detailed itemization for the following expense and revenue categories.

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. Donated contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request). See exceptions under "Notes" below.
- Round all figures to the nearest dollar.
- Arts organizations may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget. For non-arts organizations, the rate is 10%.

See [NAC Grant Program Guidelines](#) for definition of arts vs. non-arts organizations.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative (up to 25% of total)	\$
Total Expenses	\$

See [Glossary](#) for definition of arts vs. non-arts organizations.

Income	Cash Total
Admissions	\$
Tuition, Workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$7,500 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

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Required Materials

These materials will be uploaded in the eGrant application.

- Project Timeline:**
1. Itemized list of start and end dates, major deadlines for project component completion, etc.
 2. Also include a schedule of specific information for each event. For example:
Date • Artist(s) • Venue • Program Title
- Artist(s) Bios:** Biographical information/company description for principal artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator(s) Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Contract:**
(if applicable) If request is for a commissioning project, a copy of contract or letter of agreement with the artist.
- Letters of Support:** Letters from participating artists and/or collaborating organizations indicating their role in the project.
- Work Samples:** No more than three representative materials to assist the panel in understanding your organization and this project. Examples include photos, articles, newsletters, brochures, or catalogues.
- Audit:**
(if applicable) If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.

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BASIC SUPPORT GRANTS

Major Arts Organizations • Discipline-Based Arts Organizations • Community-Based Arts Organizations

NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

Program Description

The Basic Support Grant (BSG) program provides annual general operating support to arts organizations across Nebraska that make important contributions to the vitality of our communities and to the cultural landscape of our state. Organizations must demonstrate excellent artistic, educational and cultural value; responsiveness to their community; credible planning and evaluation strategies; and a high level of financial and managerial accountability, including a history of successful NAC grantsmanship. This category is made up of three sub-categories:

Major Arts Organizations - organizations with budgets of \$750,000 and higher

Discipline-Based Arts Organizations - producing and presenting organizations with budgets of \$25,000 to \$750,000

Community-Based Arts Organizations – presenting, service and education organizations with budgets of \$25,000 to \$750,000

Eligibility

To be invited to join the BSG category, arts organizations must first meet the following criteria. The organization must:

1. be an arts organization, dedicating 51% or more of its budget to producing or sponsoring arts events or to providing arts services.
2. have a budget of at least \$25,000 that demonstrates a diversity of income from earned and unearned income sources, such as individuals, businesses, foundations and governmental support.
3. be incorporated in Nebraska for a minimum of three years prior to application.
4. have Federal tax-exempt status.
5. schedule events on a year-round (not seasonal) basis. This generally includes two or more productions/presentations/exhibitions and two or more outreach activities to underserved audiences annually.
6. demonstrate a successful history of grant writing and grant management with the NAC.

Process

1. Organization should contact NAC staff prior to October 1 to set up a consultation to review funding options and eligibility for BSG. NAC staff will advise organization on best course of action.
2. Based on consultation, the NAC may invite organization to submit a formal request to join the BSG category. Organizations will be asked to submit mission statement, strategic plan, annual list of activities, annual budget and other documents for review. The deadline for a letter of request is December 31.
3. NAC will review letter of request and materials to make final determination. Organization will be notified before February 1 as to eligibility.

Application Deadline

March 1

Grant Amounts

Determined on a year-to-year basis based upon budget size, available funding, and panel recommendations.

Note: The applicant must have enough cash to match all of the dollars requested.

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BASIC SUPPORT GRANTS

Major Arts Organizations • Discipline-Based Arts Organizations • Community-Based Arts Organizations

Review Criteria

Panelists review Basic Support Grants based on the following weighted criteria on a 100 point scale.

- **Artistic Excellence** (up to 30 points)
- **Organizational Capacity** (up to 40 points)
- **Community Outreach & Impact** (up to 30 points)

For the downloadable review criteria: nebraskaartscouncil.org → GRANTS → Grant Information → [Review Criteria](#)

Narrative Questions

Artistic Excellence

- Quote the organization's mission statement. Describe your programs and services and explain how they fulfill the organization's mission.
- Describe the artistic quality and creativity of your organization and its programs.

Organizational Capacity

- Describe your marketing, development and fundraising strategies.
- Explain the process you use to evaluate the success of your programs and services.
- Describe the strategic planning process of your organization. Indicate where your organization is positioned with respect to its current long range plan.

Community Outreach & Impact

- Indicate community organizations with which you have established relationships and explain how you work with them to plan and/or implement cooperative projects.
- Explain your audience development efforts. Include methods you are using to attract and engage new audiences, such as people with disabilities, people of diverse cultures, the geographically isolated, students and the elderly.
- Describe education and/or outreach programs, and the participants they target.
- What events or programs are planned to educate state and local policy makers about the importance of your organization's work and need for public support for the arts?

Budget

- If your proposed budget differs by more than 25% from your audit, please explain the variance in your narrative.
- Round all figures to the nearest dollar.

EXPENSES	
Personnel Expenses	
Administrative	\$
Artistic	\$
Technical	\$
Outside Services Expenses	
Artistic	\$
Other	\$
Other Expenses	
Space/Facilities	\$
Travel	\$
Marketing/Publicity	\$
Remaining Expenses	\$
TOTAL EXPENSES	\$
For statistical purposes, please list the current value of your organization's endowment: \$	

INCOME	
General Income	
Admissions	\$
Contracted Services	\$
Other Earned Income	\$
Corporate Donations	
Foundation Support	\$
Private Contributions	\$
Applicant Cash	\$
Government Grants	
Federal	\$
State (Excluding your BSG request)	\$
Local	\$
Total Applicant Income	
NAC Request	\$
TOTAL INCOME	\$

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BASIC SUPPORT GRANTS

Major Arts Organizations • Discipline-Based Arts Organizations • Community-Based Arts Organizations

Required Materials

These materials will be uploaded in the eGrant system.

- Programming:** List the schedule of programs and services provided by your organization throughout the year.
- Letters of Support:** Letters from partners or collaborators that demonstrate the partnerships discussed in the narrative regarding outreach to underserved communities, educational programs and service to the community. **Note:** *Only required in year when full application goes to panel*
- Staff List:** Provide brief job descriptions and biographical information for the executive director, chief fiscal officer and other key personnel.
- Board List:** Include name, address, phone(s), professional affiliations and committee assignments.
- Strategic Plan:** If one is not available, explain why and when you expect one to be available.
(Recent, Dated) **Note:** *Only required in year when full application goes to panel*
- Audit:** The organization's most recent financial and compliance audit is required for all Major BSG applicants.
(if applicable)
- Work Samples:** Representative materials to assist the panel in understanding your organization and its programming. Examples include brochures, programs or exhibition catalogues, educational materials, newsletters, newspaper reviews or articles, or photos
Note: *Major BSG applicants should submit additional support materials that reflect the organization's outreach and quality of programming.*

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NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

Program Description

Mini Grants are designed to provide quick access to funds supporting a variety of arts projects that use artists or arts activities as a key component. Examples of project types include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and cultural heritage projects.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies. Organizations may submit up to two Mini Grant applications per fiscal year. Basic Support Grantees with budgets below \$750,000 may apply but only for unforeseen opportunities that are not part of annual operating programs. Basic Support Grantees with budgets above \$750,000 may not apply for Mini Grants.

Grant amounts

\$2,000 maximum. The applicant must have enough cash to match all of the dollars requested.

Deadline

At least six weeks and no more than twelve weeks prior to the project start date.

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Review Criteria

Panelists review Arts Project Grants based on the following weighted criteria on a 100 point scale.

Artistic Quality	(up to 40 points)
Planning & Evaluation	(up to 30 points)
Outreach & Engagement	(up to 30 points)

- For the downloadable review criteria: nebraskaartscouncil.org → GRANTS → Grant Information → [Review Criteria](#)

Narrative Questions

Artistic Quality

- Describe the project: What will happen, who will participate, where will it take place, and when?
- Discuss the artistic merit of the project and its value to the community, including the principal artists involved.

Planning and Evaluation

- Discuss the goals of the project. Describe the planning process and how the project will be evaluated.
- Discuss plans for promoting the project to the target audience. Include any educational and outreach activities related to the project.

Outreach and Engagement

- Explain how you plan to engage new AND underserved audiences such as people with disabilities, students, the elderly, the geographically isolated, and people from diverse cultures.

Colleges and universities only:

Describe the extent of involvement by organizations outside of your institution, and how you are marketing this project to the community at large.

BSG organizations only:

Explain why this project was not included in your current BSG grant and what added value it brings to your programming and to your community to justify the additional funds.

(continued)

Budget

In the budget, you will be required to provide a detailed itemization for the following expense and revenue categories.

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. Donated contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request).
- Round all figures to the nearest dollar.
- Arts organizations may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget. For non-arts organizations, the rate is 10%.
See [NAC Grant Program Guidelines](#) for definition of arts vs. non-arts organizations.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administration	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$2000 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

Required Materials

These materials will be uploaded in the **eGrant** application.

- Timeline:**
1. Itemized list of start and end dates, major deadlines for project component completion, etc...
 2. Also include a schedule of specific information for each event. For example:

<i>Date</i>	<i>Artist(s)</i>	<i>Venue</i>	<i>Program Title</i>
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- Artist(s) Bios:** Biographical information/company description for principal artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator(s) Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Contract:**
(if applicable) If request is for a commissioning project, a copy of contract or letter of agreement with the artist.
- Letters of Support:** Letters from participating artists and/or collaborating organizations indicating their role in your project.
- Work Samples:** No more than three representative materials to assist the reviewer in understanding your organization and this project. Examples include articles, newsletters, brochures, or curriculum guides.
IMPORTANT: If the project involves art education, be sure to include, with your required materials, documentation that illustrates the activities of the students: e.g. brochure, curriculum, etc.
- Audit:**
(if applicable) If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.



NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the eGrant system.

Program Description

NTP Sponsor Grants help sponsor organizations fund performances or exhibits selected from the *NAC Artist Directory* (available on the NAC website).

Note: Because this is a touring program, sponsors may not select artists or events based in the sponsor's city or within a thirty mile radius.

Eligibility

Nebraska public and private schools, nonprofit organizations incorporated in Nebraska that are federally tax-exempt, and state agencies.

Grant Amounts

NAC can fund up to 45% of the contracted artist fee with a maximum NAC award of \$2,000 per contract, per application.

Deadlines

Grants applications are due six weeks before the event and are processed on a first-come, first-served basis.

Review Criteria

- The amount listed in the NTP Budget form must agree with the cash amount found in the submitted artist contract, including artist fee and any housing or travel expenses.
- The artist or ensemble must be selected from the *NAC Artist Directory* (available on the NAC website).

Narrative Questions

- Explain the impact that this event will have on your community.
- How you will measure the success of the event?

Budget

In the budget, you will be able to enter multiple artists/exhibits in one application.

Note: Total cost for each artist/exhibit should equal amount on the Artist's contract.

Artist(s)	NAC Request (45% of Total Cost)	Sponsor Cost	Total Cost (Max. \$2,000 per artist)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

Required Materials

These materials will be uploaded in the eGrant application.

Artist(s) Contract(s):

Upload the artist's signed contract to eGrant. Make sure each contract is signed by both you and the artist BEFORE you upload. Every contract needs both your signature and the artist's signature. Keep originals for your files.

If an artist cannot physically sign the contract in time for you to submit the application, have them send you an email *from their own email address* saying that they agree to the terms of the contract. Save the artist's email as a .pdf and upload it into eGrant along with a copy of the contract signed by your organization.

Audit:
(if applicable)

If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.

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Note: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) online grant application. **Grants to the NAC can only be submitted via the online grant system.**

Program Description

Statewide Arts Education Initiative Grants provide funding for art education programs that demonstrate the ability to achieve statewide impact. Application to this program is by invitation only. Organizations are selected for their potential to further the Nebraska Arts Council's strategic goal of making the arts a basic part of education for Nebraska's students, as stated below:

ARTS EDUCATION is a basic part of education for all Nebraska students

This goal is achieved by meeting one or more of the following objectives:

- **Partnering with statewide education leadership**
- **Increasing scope of professional development opportunities for educators**
- **Expanding learning opportunities in community settings**

Eligibility

Arts and nonprofit organizations that have the capability to deliver arts education programs that include staff development, artist residencies, curriculum development, and/or advocacy. Applicants will be evaluated based on the criteria below including the proposal's potential statewide impact, service to multiple school districts and ability to impact arts education in Nebraska on a large scale.

Review Criteria

Artistic Excellence

- Evidence of artistic merit and creativity.
- One or more arts disciplines are integral to the project.
- Experience and/or qualifications of primary artist(s)/arts organization.
- Sequential arts learning activities aligned with local, state or national arts learning standards.

Planning & Evaluation

- Complete and clearly presented proposal that includes a realistic and detailed budget.
- Evidence of thorough planning by key partners (school-based projects must include representatives from schools, such as teachers or administrators).
- Effective project evaluation techniques, including assessment of arts learning.

Outreach & Access

- Outreach to underserved audiences, such as individuals or groups with limited access to the arts, including those from diverse cultural, demographic, geographic and economic backgrounds, etc.
- Access to persons with disabilities.
- Service to the community.

Grant Amounts

\$5,000 - \$30,000 - The ability to leverage additional resources through partnerships is recommended and should be reflected in the program description; however a dollar for dollar cash match is not required.

Timeline

- April 1** Letter of intent due to NAC. Letter should briefly describe your initiative and address how it meets the program goals described above. NAC will issue invitations to applicant organizations with instructions on how to apply via NAC online grant system.
- May 15** Application deadline
- June 30** Notification of grant awards
- July 1** Earliest possible start date of project

If you have questions, contact Anne Alston, NAC Education Manager, anne.alston@nebraska.gov.